

Appendix D

SAMPLE

Nomination Request Letter

Date: *(current date)*

The Honorable _____
United States Senate
Washington, DC 20510-0001

Dear Senator _____:

Or

The Honorable Brett Guthrie
Attn: Gregg Reynolds, Service Academy Coordinator
1001 Center Street, Suite 300
Bowling Green, KY 42101

Dear Congressman/Congressman _____:

Or

Vice President Joe Biden
The Old Executive Office Building, Room 490
Washington, DC 20510

Dear _____:

I desire to attend the United States *(service academy)* and to be commissioned in the *(branch of service)*. I respectfully request that I be considered as one of your nominees for the class entering *(service academy)* in the summer of *(year)*.

The following are furnished for your information:

Name of Applicant:

Permanent Address:

Telephone Number:

Temporary Address and Telephone Number (if different from proceeding):

High school:

Date of birth:

Social Security Number:

Names of parents:

I have/have not requested that a candidate file be initiated for me at the (*service academy*) Admissions Office.

Sincerely,
(*your name*)

***** Please note that this is just an example of framework that should be included in your nomination request letter. Please consider including additional and personalized information.*****